



Planning & Development
Department
VARIANCE



SUBMITTAL FORMS INDEX

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Planning & Development
Department
VARIANCE
APPLICATION INSTRUCTIONS



- **SUBMITTAL DEADLINE IS 12:00 NOON ON THE CLOSING DATE.**
- **IT IS RECOMMENDED THAT A PRE-APPLICATION MEETING BE HELD PRIOR TO THE CLOSING DATE. (REQUIRED FOR HILLSIDE PARCELS.)**
(Please call 602-506-2364 to set up an appointment.)
- **INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.**

DOCUMENTATION REQUIRED FOR SUBMITTAL

1. ONE COPY OF THE COMPLETED APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE

- a. The application MUST be TYPED or PRINTED LEGIBLY IN BLACK INK. Additional information may be attached to the supplemental questionnaire as needed.
- b. The application must be signed by the owner of the subject property or accompanied by a Property Owner Authorization Form at the time of submittal.

2. TWO OFFICIAL RECORDED COPIES of the most CURRENT deed. If the application is submitted for a Variance for substandard lot area or width, a copy of the first OFFICIAL recorded instrument creating the parcel, must be submitted as well. Copies of patent or recorded easements on the property must also be submitted, if applicable. Patent Easement information can be obtained through the Bureau of Land Management (B.L.M.) (602) 417-9200.

3. SEVEN COPIES (folded if 24"x36") OF THE SITE/PLOT PLAN of the property, DRAWN TO SCALE, indicating the following:

- a) North arrow and scale (written and graphic to scale) shown on plan.
- b) All property lines with dimensions shown.
- c) Location and dimensions of all existing and proposed structures (including fences, signs and pools) from property lines and distance between structures.
- d) Location and width of dedicated streets, recorded easements, (Provide recording number) and patent easements on or adjacent to property (include names of streets if applicable).

ALL EXISTING AND PROPOSED STRUCTURES MUST BE SHOWN AND DIMENSIONED ON THE SITE/PLOT PLAN, EVEN IF THE STRUCTURE IS NOT A PART OF THE VARIANCE REQUESTED.

4. TWO COPIES (folded if 24"x36") OF FLOOR PLAN AND ELEVATIONS of all existing or proposed buildings or additions pertinent to the request. Include elevations of any other structures pertinent to the Variance (e.g., signs, fences, etc.). If the Variance is for lot coverage, a roof plan with exterior dimensions is also required.

5. A REDUCED COPY (8½"x11") of any site plan, floor plan and/or elevation is REQUIRED if plans are submitted on a sheet of any other size. No plans drawn on a sheet size larger than 24"x36" will be accepted.

VARIANCE APPLICATION INSTRUCTIONS

6. **PICTURES OF THE PROPERTY**, showing the following:

- a) Neighboring properties looking out from all sides of the property.
- b) The subject property looking in from all sides of the property.
- c) Provide any additional pictures that may assist the Board of Adjustment in making their decisions.

Conventional photographs are to be mounted on 8½"x11" sheets. Digital photographs are acceptable and can be submitted in disk or printed format. Each picture needs to be labeled indicating what direction the picture faces and in what location the picture was taken. A site-plan or key map may also be used in conjunction with the pictures; include the proper notations.

7. **NOTIFICATION REQUIREMENTS TO SURROUNDING PROPERTY OWNERS.** The applicant must submit the names of the property owners within 300 feet of the boundary of the subject property. Properties located in platted subdivisions may provide names of the property owners directly surrounding the subject property. The names of the surrounding property owners must be submitted on mailing labels (8½"x11" label sheets preferred). A blank, stamped envelope for each surrounding property owner shall also be included. Also required is an Affidavit of Notification (provided by the County) which must be signed by the applicant and notarized.

The names of the surrounding property owners can be obtained from the Maricopa County Assessor's Office, located at 301 West Jefferson, first floor, or on their website at:
<http://www.maricopa.gov/Assessor/GIS/map.html>

Maricopa County will prepare a letter notifying the surrounding property owners of the type of request, the location, date and time of the hearing. The notification letter will be sent to the surrounding property owners using the labels/envelopes provided by the applicant.

8. All information required must be complete and in order. **Incomplete submittals will not be accepted and will be returned.**

BOARD OF ADJUSTMENT PROCESS

Procedure for making application to the Board of Adjustment as provided in the Maricopa County Zoning Ordinance (Chapter 3, Article 303.4 and 303.5):

1. **Submit** the completed documentation to the Planning and Development Department, located at:
501 North 44th St., Suite 200
Phoenix, AZ 85008
2. **After it has been determined** that the submittal is complete, the filing fee per Zoning Ordinance requirement is to be paid by the applicant (**check should be made payable to "Maricopa County"**). A receipt will then be issued, a case number assigned, and a **tentative hearing date** before the Board of Adjustment established.
3. Applicants will be provided written notice of the time, date and place of hearing approximately five working days prior to the date of the hearing. The **Board of Adjustment meets at 10:00 a.m. in the Board of Supervisors' Auditorium at 205 West Jefferson Avenue**, unless notified otherwise.
4. It is the applicant's responsibility to provide supporting information and/or evidence to the Board of Adjustment explaining why a request should be granted. This information/evidence should be submitted as a part of the application. Additional information may also be presented at the Board's hearing on the matter.
5. A letter indicating the Board's action on the request will be sent to all applicants within one week after the Board's hearing on the matter.



Planning & Development
Department
VARIANCE APPLICATION



APPLICATION MUST BE COMPLETED IN FULL
ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

Is this subject property within an area of 15% or greater hillside slopes? Yes ☐
No ☐

REQUEST:

Description of Request: _____
Existing Use of Property: _____
Existing Zoning District: _____
Related Case Number(s): _____

PROPERTY INFORMATION:

Address (if known): _____
General Location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____
E-mail Address: _____

Applicant's Signature: _____ Date: _____

| | | |
|-------|-----------------|--------------------------------|
| FEES: | Residential | \$100+\$20/additional request |
| | Non-Residential | \$350+\$100/additional request |
| | Blanket | \$300+\$100/additional request |
| | Continuance | \$250 |

DEPARTMENT USE ONLY:

Case #: _____ Zoning Map#: _____ Supervisor District: _____
Date of Submittal: _____ Ordinance Section: _____
Fees: _____ Accepted By: _____



Planning & Development Department

BOARD OF ADJUSTMENT VARIANCE SUPPLEMENTAL QUESTIONNAIRE



Section 303.2.2. Allow upon application a Variance in the strict application of any of the regulations of this Ordinance where by reason of any peculiar situation, surroundings or conditions of a specific property, or by reason of particular narrowness, shallowness or shape of a specific lot or record, or by reason of unusual topographical conditions, the strict application of any regulation of this Ordinance would result in practical difficulties or unnecessary hardship upon the owner of such property, provided such relief can be granted without substantially impairing the purpose of this Ordinance. In granting any Variance appropriate conditions in conformity with the purpose of this Ordinance shall be prescribed. Under no circumstances shall there be granted a Variance to allow a use of property not permitted by the regulations for the zoning district in which such a property is located or where such Variance is specifically prohibited within this ordinance.

*Additional sheets may be attached.

1. Explain why you wish to use the property without meeting the present requirements.

2. Identify and explain all unique and peculiar circumstances on your property in regard to the following areas (slope, narrowness, shallowness, irregular shape, location, washes, vegetation, and easements, etc.)

3. Identify and explain any peculiar conditions in the surrounding area which would support your request.

4. Attach any additional comments regarding your request that you would like to provide.

5. List all attached information.

BA Case No.:

Staff Use only



Planning & Development Department 2006 FILING DEADLINES AND HEARING DATES



| TECHNICAL ADVISORY COMMITTEE (TAC) | | PLANNING & ZONING COMMISSION (P & Z) | | | BOARD OF SUPERVISORS (BOS) |
|--|---|---|---|--|--|
| Application deadlines. TAC meetings are scheduled as cases are submitted and processed. Submittal of an application on or prior to the deadline does not guarantee a spot for the noted TAC meeting. | TAC meetings. After a TAC meeting, corrections and revisions must be resubmitted through One Stop Shop (OSS), typically for a three (3) week review period. | This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow review/sign off. Projects <u>WILL NOT be scheduled for a P&Z hearing without all required sign offs.</u> | This deadline refers to the last day an applicant can provide an Affidavit of Notification and Photographs to the planner. Failure to meet this deadline will likely result in not scheduling a case for a P&Z hearing. <u>Note: not applicable to some applications.</u> | P&Z meeting/hearing dates. Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) where no cases are heard. | BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Owner & MCDOT signed final plat mylars (3 sets) must be received by the planner at least three (3) weeks prior to a BOS date.</u> <u>Note: the planner will obtain Assessor/Treasurer signatures.</u> |
| Application deadlines | TAC meetings | County Agency sign off deadlines | Affidavit of Notification and Photo deadlines | P&Z Meetings/Hearings | Board of Supervisors Meetings/Hearings |
| December 5, 2005 | January 3, 2006 | November 7, 2005 | November 22, 2005 | December 8, 2005 | January 4, 2006 |
| December 19, 2005 | January 17, 2006 | November 21, 2005 | N/A | December 22, 2005 | January 18, 2006 |
| January 9, 2006 | February 7, 2006 | December 5, 2005 | December 9, 2005 | January 5, 2006 | February 1, 2006 |
| January 23, 2006 | February 21, 2006 | December 19, 2005 | December 23, 2005 | January 19, 2006 | February 15, 2006 |
| February 6, 2006 | March 7, 2006 | December 30, 2005 | January 6, 2006 | February 2, 2006 | March 1, 2006 |
| February 17, 2006 | March 21, 2006 | January 13, 2006 | N/A | February 16, 2006 | March 15, 2006 |
| March 6, 2006 | April 4, 2006 | January 30, 2006 | February 3, 2006 | March 2, 2006 | April 5, 2006 |
| March 20, 2006 | April 18, 2006 | February 13, 2006 | February 17, 2006 | March 16, 2006 | April 19, 2006 |
| April 3, 2006 | May 2, 2006 | March 6, 2006 | March 10, 2006 | April 6, 2006 | May 3, 2006 |
| April 17, 2006 | May 16, 2006 | March 20, 2006 | N/A | April 20, 2006 | May 17, 2006 |
| May 8, 2006 | June 6, 2006 | April 3, 2006 | April 7, 2006 | May 4, 2006 | June 7, 2006 |
| May 22, 2006 | June 20, 2006 | April 17, 2006 | April 21, 2006 | May 18, 2006 | June 21, 2006 |
| June 19, 2006 | July 18, 2006 | May 8, 2006 | May 12, 2006 | June 8, 2006 | July 12, 2006 |
| July 3, 2006 | August 1, 2006 | May 22, 2006 | N/A | June 22, 2006 | July 26, 2006 |
| July 17, 2006 | August 15, 2006 | June 5, 2006 | June 9, 2006 | July 13, 2006 | August 16, 2006 |
| August 7, 2006 | September 5, 2006 | June 19, 2006 | June 23, 2006 | July 27, 2006 | September 6, 2006 |
| August 21, 2006 | September 19, 2006 | July 3, 2006 | July 7, 2006 | August 3, 2006 | September 6, 2006 |
| September 1, 2006 | October 3, 2006 | July 17, 2006 | N/A | August 17, 2006 | September 20, 2006 |
| September 18, 2006 | October 17, 2006 | August 7, 2006 | August 11, 2006 | September 7, 2006 | October 4, 2006 |
| October 6, 2006 | November 7, 2006 | August 21, 2006 | August 25, 2006 | September 21, 2006 | October 18, 2006 |
| October 23, 2006 | November 21, 2006 | September 1, 2006 | September 8, 2006 | October 5, 2006 | November 1, 2006 |
| November 6, 2006 | December 5, 2006 | September 18, 2006 | N/A | October 19, 2006 | November 15, 2006 |
| November 20, 2006 | December 19, 2006 | October 2, 2006 | October 6, 2006 | November 2, 2006 | December 6, 2006 |
| December 4, 2006 | January 2, 2007 | October 16, 2006 | October 20, 2006 | November 16, 2006 | December 20, 2006 |
| December 18, 2006 | January 16, 2007 | November 6, 2006 | November 9, 2006 | December 7, 2006 | January 3, 2007 (tentative) |
| January 8, 2007 | February 6, 2007 | November 20, 2006 | N/A | December 21, 2006 | January 17, 2007 (tentative) |



Planning & Development
Department

PROPERTY OWNER AUTHORIZATION



COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: _____ ,

address _____ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: _____

Printed Name: _____

DEPARTMENT USE ONLY

Case Number: _____

Project Name: _____



Planning & Development
Department

AFFIDAVIT OF NOTIFICATION



Date: _____

I, _____, being the owner or authorized applicant for the Maricopa County planning case referenced below, do hereby affirm that the attached listing of names and addresses accurately reflects the ownership of property within 300 feet of the subject planning case/project, according to current Maricopa County Assessor Records.

Applicant's/Representative's Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____